



Public Hearing Requirements

Community Development Department

Planning Division

100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915

(949)644-3204 Telephone / (949)644-3229 Facsimile

www.newportbeachca.gov

For projects requiring a public hearing, the application shall include the items listed below. Please be advised that the items are required to be no older than 6 months utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps or alternatively, from such other records that contain more recent information.

Mailing Labels

2 (two) sets and 1 (one) copy of Mailing Labels. Mailing Labels shall be printed on Avery 5160 address labels (or equivalent to) and contain the parcel numbers, names, and mailing addresses for all owners of property located within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject parcel.

Sample Format:

423-111-02 City of Newport Beach 3300 Newport Boulevard Newport Beach, CA 92663
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Note: It is the applicant's responsibility to inform the title company or ownership listing service if occupant or any other specific labels are required in addition to property owner labels based on the submittal requirements of application and/or the Planning Division's recommendation.

Written Affidavit

A written affidavit from the title company or ownership listing service, who prepared the assessor's parcel map and mailing labels, verifying that the information was prepared utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps, or alternatively, from such other records that contain more recent information. See Attachment A (Written Affidavit Example).

Radius Map (Assessor's Parcel Map)

An Assessor's Parcel Map indicating all parcels within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject property. The radius line and subject property shall be indicated on the map. See Attachment B (Radius Map Example).

Attachment A (Written Affidavit Example)

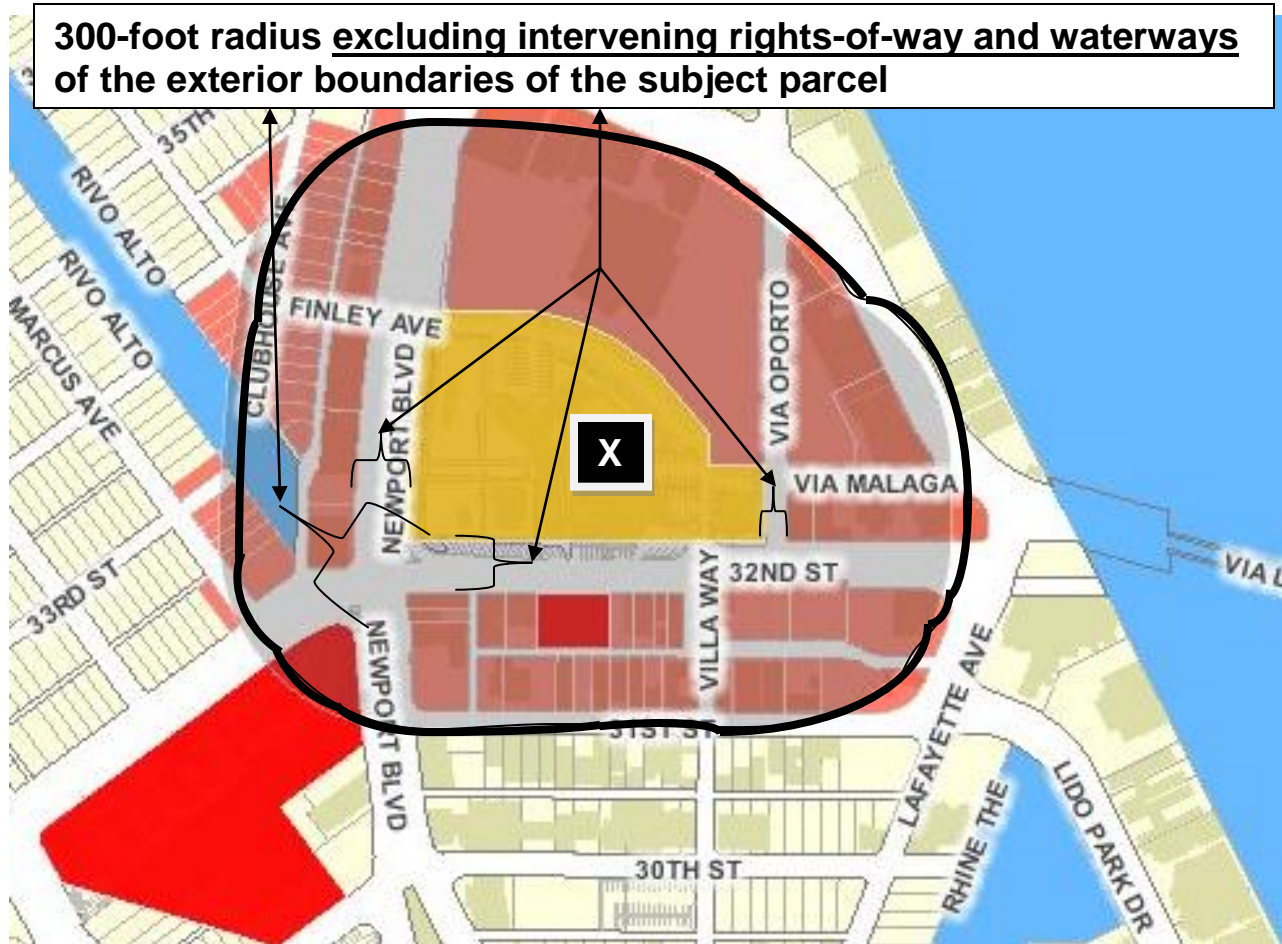
[Letterhead of the Title Company or Ownership Listing Service]

Please see the attached radius map and mailing labels created for properties within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel located at (site address) in the City of Newport Beach, County of Orange. The property information was acquired through the County Assessor's office. Further, the information is based upon the most up-to-date records of the county tax assessor and is deemed reliable, but is not guaranteed.

Signature of Preparer

Date Prepared

Attachment B (Radius Map Example)



X = Project Address